

THE ADJUTANT GENERAL OF VIRGINIA
HUMAN RESOURCE OFFICE
MULLINS ARMORY
5901 BEULAH ROAD
SANDSTON, VA 23150

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02-13

POSITION TITLE: Training NCO

GRADES: SSG/E6

DMOS: 91D30

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: 3647th Maint Co

Location: Blackstone, Virginia

OPENING DATE: 24 October 2012

CLOSING DATE: 27 November 2012

POC FOR ADDITIONAL INFORMATION: SSG Shawn Oliver, at (804)236-7831 or
CPT Jennifer Glasscock, (804) 236-7826.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: **BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** The purpose of this position is to develop and administer a unit training program to enhance training and improve the mobilization readiness status of the unit. As such is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Drafts training schedules for approval which comply with command guidance and directives and publications of higher headquarters. Maintains the training library, and related training equipment and aids. Maintains training aids account and prepares requisitions for training aids, films and all appropriate training support materials. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Maintains the unit mobilization plan and provides the information required for the unit status report. Maintains the unit MOS qualification training program. Advises enlisted personnel on military education requirements and prepares applications for Army service schools, and extension courses. Maintains records for programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional soldiers in grades E5 - E6, who are members of the Virginia Army National Guard.

NOTE:

In regards to ALL current and future AGR Vacancy Announcements open to SSG and above, the following applies:

For entry into the AGR Program, SSG or above, must possess the required grade and MOS level authorized for the AGR duty position.

JFHQ-VA-J1-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 02-13

For Subsequent duty in the AGR program, SSG or above who do not possess the required MOS, must become MOS qualified within 12 months.

In regards to ALL current and future AGR Vacancy Announcements open to SGT and below, the following applies:

SGT and below, if not MOS qualified in the required MOS for the vacancy announcement, must be qualified within 12 months (entry and subsequent tours).

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

GRADE AND SPECIALTY: If a Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, submit a letter of recommendation from your commander.
3. **Certified** copy of DA Form 2-1 or Enlisted Record Brief (ERB). Certified means having your unit of assignment certify a "True Copy" and a signature **not older than 1 year**.
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years **or** copy of the automated MEDPROS data print-out dated within one year.
5. **Photograph in Class A or Blue Army Service Uniform (ASU) taken within the last 12 months. DA Photo not required.**
Photo must be 5x7 or larger and $\frac{3}{4}$ length to insure visibility of the front of the uniform. Photo must be dated.

NOTE:

Deployed applicant's photo may be taken in ACUs.

If applicant has not been issued the Class A or ASU photo may be taken in ACUs. However you must provide a memo from your Supply SGT, 1SG or commander as to why you do not have the required uniform.

6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B).**
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.).

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to the appointment to the position, the offer for the position maybe revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted. Deployed soldiers are authorized to scan application packets to sharon.hagans@us.army.mil**

THE STAFFING NCO WILL NOT SCREEN APPLICATION PACKETS WITH THE APPLICANT. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT A COMPLETE PACKET IS SUBMITTED.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements are available at <http://vko.va.ngb.army.mil/virginiaguard/> Click on Virginia National Guard and then click Job Vacancies.

FOR THE ADJUTANT GENERAL:

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CARL F. BESS, JR., Col, VaANG
Human Resource Officer